

JOB OPPORTUNITY

Job Opportunity Bulletin:

#06-005 &
#06-006

Final Filing Date:

09/11/06 or Until Filled

Position:	Salary:	Location:
Office Technician (Typing) (2 Positions)	\$2,510 - \$3,050	Office of Statewide Health Planning and Development Cal-Mortgage Loan Insurance Division 300 Capitol Mall, Suite 1500 Sacramento, California 95814

General Statement:

The Cal-Mortgage Loan insurance Division (Cal-Mortgage) of the Office of Statewide Health Planning and Development (OSHDP) administers the Cal-Mortgage Loan Insurance Program, a multi-billion dollar loan insurance program that assists non-profit health facilities in accessing capital for construction and expansion projects throughout California. Cal-Mortgage is recruiting for a highly motivated Office Technician (Typing), who is able to take initiative, work independently, handle multiple priorities, and exhibit a high degree of professionalism.

Duties:

Under the general direction of a Construction Financing Supervisor, the Office Technician (Typing) performs a variety of the most difficult clerical work. Duties include, but are not limited to:

- Sort/organize/track monthly trustee statements for insured facilities. Input account data into a computer based data system. Prepare a monthly report of missed payments. Monitor & prepare a monthly report on the status of projected payments from the debt service reserve fund of insured borrowers & the Health Facility Construction Loan Insurance Fund. Log/copy/file & track receipt of quarterly & annual audited financial statements & other related documents for insured facilities.
- Type letters, memoranda, reports, graphs, & bill analyses. Provide clerical support & assistance to staff involved with special projects. Alternate with the other unit secretary in answering a multi-line telephone providing general information to perspective health facility applicants, legislative representatives, & the general public.
- Reception duties which include receiving and logging-in visitors.

Desirable Qualifications:

- Experience with Microsoft applications with an emphasis in Excel, Word, and PowerPoint. Possess good grammar & accurate typing skills.
- Must be dependable, punctual, & have good attendance habits.
- Ability to handle multiple priorities and deadlines.
- Willingness to be trained in new computer programs & procedures.
- Ability to work cooperatively with others. Ability to use sound judgment, discretion, & exhibit a high degree of professionalism in communicating with high level contacts, staff, & the public.
- Possess excellent organizational skills & attention to detail.
- Available to work 8 a.m. to 5 p.m., & travel out of town when required. Some trips may require an overnight stay.

Who May Apply:

Applications will be accepted from candidates currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA policies. Only the most qualified individuals will be selected for an interview. If not currently in an Office Technician (Typing) classification must submit a current typing certificate with application.

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHDP – Cal-Mortgage Loan Insurance Division
Attn: Merrilee Malcomb (JOB's #06-005 & #06-006)
300 Capitol Mall, Suite 1500
Sacramento, California 95814

For more information contact Merrilee Malcomb at (916) 327-5860.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

